



Teamwork Skills

US Embassy Soft Skills Series

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Agenda

- Vital Teamwork Skills
- The Team Leader
- Dealing with Problems
- Yourself as a Teammate

Vital Teamwork Skills

- Communication
- Hard Work
- Patience
- Compromise
- Commitment
- Professionalism

- Any others?



Communication

- Listen
- Everybody has input
- Analyze successes and failures
- Demand honesty
 - Why honesty?

Hard Work

- Setting high expectations
- The drive to go above and beyond
- Willpower to fight through problems
- What is 20-60-20?



Patience

- Don't take criticism personally
- Remain positive
 - Don't complain
- Different team members are at different levels
 - Everybody can contribute
- Be prepared to fail – and to accept it
- Are you OK with failure?

Compromise

- You can't always win
- Accept that others' ideas may be better
- Avoid ego trips – everybody has them
- How do you avoid ego trips?

Ego trip (N)- an act undertaken to draw attention to your own importance and overconfidence

Commitment

- “We” not “I”
- Push through difficulties
- Finish the job you start
- Respect



Professionalism

- Focus on the task at hand
- Don't complain about what the job is
 - Get the job done
- Work should be fun
- How can fun be professional?

Being a Team Leader

- Be prepared for anything & everything
- Understand strengths and weaknesses
 - Don't try to be somebody else
- Delegate wisely
- Have a vision
 - See it through
- Accept criticism
- Mission, Men, Me

Dealing with Difficult Teammates

- Understand the person
- Anybody can be a bad teammate
- What steps do you take?



**WHAT KIND OF
TEAMMATE ARE YOU?**

Lion

Strengths – Visionary, practical, productive, strong-willed, independent, decisive

Weaknesses – Cold, domineering, unemotional self-sufficient, unforgiving, sarcastic



Otter

Strengths – Outgoing, responsive, warm, friendly, talkative, enthusiastic, compassionate

Weaknesses – Undisciplined, unproductive, hyperbolic, egocentric, unstable



Golden Retriever

Strengths – Calm, easy-going, dependable, quiet, objective, diplomatic, humorous

Weaknesses – Selfish, stingy, procrastinator, unmotivated, indecisive, fearful, worrier



Beaver

Strengths – Analytical, self-disciplined, industrious, organized, sacrificing

Weaknesses – Moody, self-centered, touchy, negative, unsociable, critical





**WHAT DOES YOUR
PERSONALITY TYPE
VALUE?**



**HOW DOES YOUR
PERSONALITY TYPE
AFFECT YOUR TEAM?**



**WHY SHOULD WE KNOW
OUR TEAMMATES'
PERSONALITIES?**